

# **Center for Educational Performance and Information (CEPI)**

*Michigan Education Information System  
(MEIS)*

## **School Infrastructure Database (SID)**

### **Frequently Asked Questions**

### **End-of-Year 2012 Submission Revised April 11, 2012**

Questions?

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**Please note the following:**

Changes that have been made to the SID FAQs since the previous submission are noted in Arial font, with a dashed underline, or marked by ~~strikethrough~~ [no longer in effect].

**New Questions/Submission Information**

(Be sure to review the EOY 2012 SID Data Field Descriptions Manual for complete information about all updates for the EOY 2012 SID Submission.)

**General Questions**

**Q: What is the School Infrastructure Database (SID)?**

**A:** The School Infrastructure Database (SID) is one of the core data sets of the Michigan Education Information System (MEIS). The SID is used by Michigan's public schools to report data related to crime and safety, dual enrollment and instructional technology.

**Q: What is the importance of the SID submission for our district?**

**A:** The ability of the Michigan Department of Education (MDE) to meet federal and state reporting requirements depends upon the timely submission of data by Michigan school districts. State funding is dependent upon meeting deadlines for federal reporting.

**Q: What materials are available for assistance in completing the SID data submission?**

**A:** For information concerning the SID Application, go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on "School Infrastructure Database." The SID Data Field Descriptions, SID Addendum, SID User's Guide, SID EOY FAQs, and the SID Data Collection Worksheet are all available there. CEPI has provided the SID Worksheet for districts to use as a tool in gathering data required to be submitted in the online SID Application.

**Q: Is there a SID Listserv available for districts?**

**A:** Yes. Districts should have a representative join the SID Listserv. There is a link to the SID Listserv on the SID Web page. Go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications." Under the heading "Application Listservs," click on the appropriate link. CEPI sends its updated information notifications via the listserv and to the SID authorized users.

**Q: How does an individual become an authorized user for the SID Application?**

**A:** Each individual must first acquire an MEIS account and password. After that process is completed, a signed security agreement must be submitted for access to the SID Application. Instructions on how to perform these two tasks are found on our Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi) in the "CEPI Applications" section; look at the area of "Help and Training Materials." Here you will find the heading "New to the MEIS?" All of the requirements for obtaining access to the SID are found there.

**Q: When is this information being collected?**

**A:** These data are required to be submitted at the end of each school year. Data are due June 30 each year.

**Q: Do the data submitted in the End-of-Year 2012 SID Submission pertain to the current school year?**

**A:** All data submitted for the End-of-Year 2012 SID Submission are to be reported for the 2011-2012 school year.

**Q: Are school districts obligated to report this information?**

**A:** Yes. With regard to crime and safety data, Section 380.1310a of the Michigan Compiled Laws requires that schools report, at least annually, the incidents of crime and violence occurring in Michigan's public schools. Schools completing the crime and safety data fields located in the SID fulfill this requirement. The Postsecondary Options Act, MCL 388.521, requires dual enrollment data.

**Q: Are intermediate school districts (ISDs) required to submit SID data?**

**A:** Yes. ISDs do submit SID data for their central administrative offices ("00000") and for any other schools/facilities associated with, or under the auspices of, the ISD. If an ISD reports SID data for a school/facility, and the ISD central administrative office is in the same school/facility, the district should submit all data for the school/facility under the actual school/facility listing (where the office is located) and indicate that the administrative office shares physical space with another school/facility within the district.

**Q: Which schools/facilities are to be reported in the SID?**

**A:** All open schools/facilities with Educational Entity Master codes are to be reported in the SID. Districts are to report all required data for all schools/facilities. If a field does not apply or there are no data to report for an open school/facility, the district should submit a value of zero or the appropriate response for the field where applicable.

**Q: If a school/facility is closed during the school year, is a district required to submit SID data for the school/facility?**

**A:** Yes. If a school/facility has an open Educational Entity Master code at any time during the school year, the SID data must be reported for the school/facility. If the school/facility remains closed throughout the following school year, the SID submission for that school/facility would no longer be required.

**Q: After a district authorized user enters all the data and submits the data to CEPI, is there anything else that should be done?**

**A:** After all data have been submitted for a field, click on "Save Data for this School/Facility," and the field will be updated and completed. District authorized users should also notice a green check mark next to that field in the SID Application. When all fields are completed for a school/facility, a green check mark will appear next to the school name on the SID Main Menu. Authorized users may re-enter the SID and update their data until the deadline of June 30 each year.

**Q: Is there a report available that documents the data submitted by a district?**

**A:** Yes. District authorized users may obtain a copy of the submitted data by clicking on the icon next to the school/facility name. A report will display the submitted data for each field. If a green check mark appears next to the school/facility's name, the submission is complete for that school/facility. A district-level report is also available which aggregates all of the data submitted for all the schools/facilities within the district.

**Q: Will the district be entering the information into the SID Application, or can the data be uploaded?**

**A:** District authorized users may either enter data via the online SID Application or by submitting a bulk upload file using the specifications given in the SID Data Field Descriptions and SID Record Layout manuals. Go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on "School Infrastructure Database." The data field descriptions and record layout manuals are available under the heading "SID Data Manual." Be sure that you are using the correct data field descriptions and record layout.

- Q: Why are districts required to submit data for maintenance schools/facilities or similar schools/facilities that have nothing to do with students?**
- A:** Many of the data required by the SID are centered on schools/facilities where instruction occurs. However, there could be instances (for example, arson or vandalism, etc.) at a non-instructional school/facility that should be reported in the SID. If there are no reportable data for that facility, then the district authorized user should report a zero ("0") or an appropriate response for each field.
- Q: How will information be published?**
- A:** CEPI will post reports and data on our Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). For downloadable SID data files beginning with the 2001-2002 school year through the most current SID submission go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "Data and Reports" and then click on "Schools." Refer to the School Safety section.
- Q: What information do the media see?**
- A:** The general public has the right to access any information that is not confidential or private. Data such as the number of physical assaults, vandalism, and possession of drugs or weapons, by school/facility, by gender, by age, or by ethnicity, are examples of the aggregate (meaning in total, not by single student) data that will be available to the media and public. Therefore, it is important that the data are complete and accurate.
- Q: Is the liaison officer at the school/facility considered to be a police officer?**
- A:** Yes. Contacting an onsite law enforcement officer would serve the function of contacting 911 or the police. Any incident where a liaison officer is involved should be reported in the SID.
- Q: Do districts still need to submit the "Gun-Free Schools Report" (OMB 1810-0603), or has it been eliminated?**
- A:** Data required by the Federal Gun-Free Schools Act Report are collected through the SID and the Michigan Student Data System (MSDS). Districts are no longer required to complete a separate form for the Gun-Free Schools Report.

## **Central Administrative Office**

- Q: When a district has an administrative or central office that is a separate school/facility, what kind of data entry is needed for the SID? Does the district authorized user report cumulative data under the central office?**
- A:** Submit data for the central administrative office if it is a separate school/facility (school/facility code "00000"). If the central administrative office is a separate school/facility, the district authorized user will submit data for only that school/facility (not an accumulation of the district data). If a field/question is not applicable for a particular school/facility (in this case the central administrative office), or if there are no data to report, districts should submit the default value "0", for that field/question. The red "X" will then become a green "check mark."
- Q: Are districts required to report data for their central administrative offices?**
- A:** The central office has a unique number, "00000," and should therefore be reported separately if the central office is in a separate school/facility.
- Q: If the central administrative office shares physical space with another school/facility, is the district required to submit data for the central office separately?**
- A:** No. If the central office shares physical space with a school/facility, it may be reported as sharing space with a school/facility within the district in the SID Application. The district will not be required to report separate data when this situation exists.

- Q: Why does a public school academy (PSA) have at least two school/facility codes in addition to the district code, one for the school/facility and one for central administrative office?**
- A:** In addition to the PSA's district number, all PSAs have a school/facility code and a central administrative office code ("00000"). If a central administrative office shares physical space with another school/facility in a district, click the box that says: "Office shares physical space with another school/facility." The district will not be required to enter SID data for this unit. If this office does not share physical space with another school/facility, continue entering SID data for the central administrative office.

## **Student-Related**

- Q: How is student privacy protected when incidents of crime are reported?**
- A:** Personally identifiable information relating to individual students is protected by security, access, and management control of the data. Individual student data are not available to the public and are protected by the Family Educational Rights and Privacy Act. CEPI is prohibited from displaying personally identifiable data when issuing reports or information to the public. Crime and safety reports relating to incidents that occur in schools/facilities do not contain data relative to specific students.
- Q: Where are student expulsion data reported?**
- A:** Data related to student expulsions are reported in the Michigan Student Data System (MSDS). Expulsion data are reported in MSDS because an expulsion is a student event. Crime and safety data are reported in the SID because they are incidents that occur inside a school/facility or on school property.
- Q: Does the SID apply to students only (like the MSDS)?**
- A:** The purpose of the SID is to report information about the district's schools/facilities. There may be cases where incidents might not involve students (e.g. theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to schools/facilities and their students. There are fields that specifically address students and student activity (e.g., drug use, physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident regardless of the perpetrator.
- Q: If districts are reporting K-12 data, why would we include data on four-year-old children?**
- A:** The purpose of the SID is to report information about the district's schools/facilities. There may be cases where incidents might not involve students (theft, vandalism, intruders, etc.), but these incidents would nonetheless pose a safety risk to the district's schools/facilities and its students. There are fields that specifically address students and student activity (drug use, physical assault, etc.). If the field does not use the term "student," then the district should report all occurrences of a particular incident, regardless of the perpetrator. If the four-year-old children attend one of the district's schools/facilities, that school/facility would be reported because the school/facility is part of the district property.
- Q: If a district's alternative education students are educated off campus through a contract with a local college, is the district required to complete the SID submission for that program?**
- A:** SID data are to be reported for each school/facility assigned to each school district. If the alternative education school/facility has a number assigned to a district in the Educational Entity Master, then data must be reported for the school/facility.

## **MEIS Account**

**Q: If an authorized user has a change such as an e-mail address or phone number, is it necessary to update the MEIS account information?**

**A:** Yes. It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, this number must be kept current as well. If an update is necessary for either an e-mail address or a phone number, do the following:

Update an MEIS account at <https://cepi.state.mi.us/MEISPublic>

- a. Log in as an MEIS User.
- b. Click on "Edit Personal Information."
- c. Click on "Save Changes" to update your account.
- d. Click on "Return to the MEIS User Management Main Menu."
- e. Log out of MEIS.

**Q: If an authorized user has a name change, is it necessary to update the MEIS account information?**

**A:** Yes. A name change affects security access to an application. Users are only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account at <https://cepi.state.mi.us/MEISPublic>.
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then on "School Infrastructure Database." The security agreement may be found under the heading "Submit SID Data to CEPI."
3. Complete and submit an MEIS Authorized User Removal Request to close the former MEIS account (issued under the prior name). The removal request form can be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications". The form is located under the heading "MEIS Information."

## **Technical Questions**

**Q: How does a district obtain help with the SID submission?**

**A:** For questions about the SID, contact the CEPI customer support staff via e-mail at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or by phone at 517-335-0505, option 3. You will be contacted either by e-mail or telephone regarding your questions. Be sure to include your name, district, district number, the application name and a description of your question/problem.



## Complete Submission

**Q: When is the SID submission considered complete for a district?**

**A:** After data entry is completed via the SID Online Application or the Bulk Upload Application for each field on the SID Application, a green check mark (✓) will appear next to the field on the submission screen. Fields marked with a red "x" (✗) are not completed. When all the fields on the submission screen have green check marks (✓), the school/facility name on the SID Main Menu will then be shown with a green check mark (✓). When all schools/facilities listed for the district have green check marks, the district's submission is completed.

District authorized users may obtain a copy of their submitted data by clicking on the report icon next to the school/facility's name. A report will display the data that the district has submitted for each field. If a green check mark appears next to the school/facility's name, the submission is completed for that school/facility.

## Crime & Safety

**Field 1: Reserved**

**Field 2: Reserved**

**Field 3: ~~Reserved~~ School Prevention Plan**

**Field 4A: School Disciplinary Problems – Bullying (optional for EOY 2012)**

**Field 4B: School Disciplinary Problems – Truancy**

**Q: Are districts required to report the number of bullying and truancy incidents?**

**A:** Yes. Districts are required to report the number of incidents of ~~student bullying and~~ truancy in ~~Field 4A and~~ Field 4B of the SID. Refer to the SID Data Field Descriptions Manual for more complete information regarding the reporting of these data. The current SID Data Field Descriptions Manual can be found at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on "School Infrastructure Database."

**Field 5: Physical Assaults**

**Field 6: ~~Reserved~~ Gang-Related Activity**

**Field 7: Illegal Possession**

**Field 8: Trespassers or Intruders**

**Field 9: Vandalism**

**Field 10: Cost of Property Damages**

**Q: The definition of vandalism includes the statement "numerous events of minor damage (less than \$100)." How should these numerous events be reported?**

**A:** Districts are to report numerous events of minor damage of less than \$100 if they were caused by the same student during the same episode. For example, count one incident of vandalism if a student breaks a window in a classroom door, then kicks in a locker and then throws a framed picture on the floor, breaking the frame and glass. The cost to repair each of these items individually is less than \$100. However, because the damage was caused by the same student during the same episode, report the episode as one incident of vandalism in the SID. For Field 10, combine the cost of all three repairs for the incident and report that amount in Field 10.

**Field 11: Reserved**  
**Field 12: Criminal Sexual Conduct**  
**Field 13: Hostage**  
**Field 14: Reserved**  
**Field 15: Weapons on School Property**  
**Field 16: Homicide**  
**Field 17: Drive-By Shooting**  
**Field 18: Bomb Threat**  
**Field 19: Explosion**  
**Field 20: Arson**  
**Field 21: Robbery or Extortion**  
**Field 22: Unauthorized Removal of Student**  
**Field 23: Threat/Attempt of Suicide**  
**Field 24: Suicide**  
**Field 25: Larceny (Theft)**

**Q: Are districts to report the number of larcenies that are in excess of \$100?**

**A:** Districts are to report the total number of larcenies or thefts as explained in the Field 25: Larceny (Theft) definition in the SID Data Field Descriptions Manual, which states: "An incident requiring mandatory reporting involves one of the following: theft in excess of \$100, numerous events of minor theft (less than \$100) or damage motivated by hate or that is gang-related."

**Q: The definition of larceny (theft) includes the statement "numerous events of minor theft (less than \$100)." How should these numerous events be reported?**

**A:** Districts are to report numerous events of minor theft of less than \$100 if they were caused by the same student during the same episode. For example, count one incident of larceny (theft) if, during gym class, a student steals another student's MP3 player, then takes another student's watch out of his/her gym locker and then takes another student's wallet. Because the items were all taken by the same student during the same episode, you would report the student's actions as one incident of larceny (theft) in the SID.

**Field 26: Illegal Drug Use or Overdose**  
**Field 27: Minor in Possession of Alcoholic Liquor**  
**Field 28: Reserved Field**  
**Field 29: Reserved Field**  
**Field 30: Reserved Field**  
**Field 31: Reserved Field**  
**Field 32: Reserved Field**  
**Field 33: Reserved Field**

## **Dual Enrollment**

**Q: What should district authorized users enter in the dual-enrollment fields for elementary and middle school schools/facilities?**

**A:** All fields must be reported in the SID Application. If the dual-enrollment section is not applicable for a particular school/facility, report "0" (zero) in each field.

**Q: Are district authorized users to report zeros in the dual-enrollment fields if the dual enrollment data does not apply to the school/facility?**

**A:** Yes. District authorized users are to report zeros if the fields do not apply.

**NOTE:** More dual-enrollment FAQs are available on the SID Web page on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "CEPI Applications" and then click on "School Infrastructure Database." The FAQs may be found under "SID Help."

**Field 34: Tuition and Fees**

**Field 35: 11th-Grade Eligible**

**Q: Are districts to report the number of eligible 11th-grade students at the start of the current school year or those that became eligible throughout the year?**

**A:** Eligible students are the 11th- and 12th-grade students from the current school year who have taken the Michigan Merit Examination (MME), the ACT, the PLAN or the PSAT.

**Field 36: 11th-Grade Participants**

**Field 37: 12th-Grade Eligible**

**Q: Are districts to report the number of eligible 12th-grade students at the start of the current school year or those who became eligible throughout the year?**

**A:** Eligible students are the 11th- and 12th-grade students from the current school year who have participated in taking the MME, the ACT, the PLAN or the PSAT.

**Field 38: 12th-Grade Participants**

**Field 39: Postsecondary Courses Paid**

**Field 40: Postsecondary Courses - Postsecondary Credit**

**Field 41: Postsecondary Courses - High School Credit**

**Field 42: Courses Not Completed**

**Additional Data Requirements**

**Field 43: Reserved**

**Field 44: Students Who Are Victims of Violent Criminal Offenses**

**Q: After the written complaint to the district and law enforcement officials is made on the student's behalf, is an investigation required by the law enforcement officials before the student can be counted in Field 44?**

**A:** The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The pupil or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

**Q: Field 44 indicates that a district is to count the students who have been victims of violent criminal offenses at the school/facility. Does this only include incidents that occurred on school property?**

**A:** No. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

**Reporting of Fields 45, 46, 48 and 49 is optional for EOY 2012.**

**Computers Used for Student Instruction**

**American Recovery and Reinvestment Act of 2009 (ARRA)**

**Field 45: Instructional Computers with High-Speed Internet Access in the School/Facility (Submission of this field is optional)**

**Q: What do you classify as a "high-speed" or "broadband" Internet connection?**

**A:** A high-speed Internet connection is one that is greater than 56K (kilobyte per second). Any Internet connection equal to or lower than 56K is considered a low-speed (or dial-up) connection.

**Field 46: Instructional Computers with Dial-up Internet Access in the School/Facility (Submission of this field is optional)**

**Q. What do you classify as a "low-speed" or "dial-up" Internet connection?**

- A.** Any Internet connection equal to or lower than 56K is considered a low-speed (or dial-up) connection. A high-speed Internet connection is one that is greater than 56K.

**Field 47: Reserved**

**Field 48: Other Instructional Computers with High-Speed Internet Access in the School/Facility (Submission of this field is optional)**

**Field 49: Other Instructional Computers with Narrowband/Dial-Up Internet Access in the School/Facility (Submission of this field is optional)**

**General Questions about ARRA**

If Fields 45 – 49 are reported, the following questions may be of assistance.

**Q. Do we report aggregate numbers or at the school/facility level?**

- A.** Data are to be reported at the school/facility level. All data collected will be aggregated and submitted to the federal government.

**Q. Which computers do we count?**

- A.** Count the number of instructional computers located within the school/facility (e.g., in classrooms, media centers, libraries, and/or moved from one classroom to another) *that are available for student use*. Include both desktops and laptops, but do not include handheld devices such as personal digital assistants or peripherals such as printers.

**Q. Who do I contact if I have any further questions?**

- A.** Please contact CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Include your name, district code, district name, your telephone number, (including area code and extension), your e-mail address and your specific questions.